

**Name:**

**Job Title:** Program Coordinator and Development Strategist

**Department:** Community Services

**Reports To:** Community Services Director

**FLSA Status:** Non-Exempt

**OVERALL PURPOSE**

This role provides essential program development and community engagement initiatives. Responsibilities include facilitating client services, researching and securing grant opportunities, managing social media, and serving as the Certified Recovery Specialist & Pardon Project Coach for Somerset County. The position is key to ensuring efficient program operations, effective client engagement, and strategic community outreach.

**ESSENTIAL FUNCTIONS**

**1. Program Coordination and Case Management Team Support**

- Organize and digitize program documentation for new referrals
- Maintain and update time and attendance records for program participants
- Facilitate onboarding for new clients and ensure a seamless transition into programs
- Update and manage client database records, including milestones, progress, and hours
- Coordinate with licensed counselor to support client assessment and ongoing counseling
- Conduct regular outreach to maintain client engagement and encourage participation
- Build and maintain relationships with community partners to identify and establish program service worksites
- Collaborate with community organizations to align service
- Assist with retention services and job development tasks

**2. Instructional Team Support**

- Develop and maintain tracking system for participant assignments
- Collaborate with Curriculum & Instructional Coach to create and update assignment materials
- Prepare, assemble and mail assignment packets to participants
- Track assignment completion to ensure compliance with program standards

**3. Participant Development Support**

- Manage inventory and coordinate strategic purchase for EARN incentive items
- Oversee the operation of the EARN Incentive Store
- Prepare and distribute weekly participation rewards for clients

**4. Community Resources and Onsite Projects**

- Facilitate community services projects that build transferable work skills
- Mentor participants through tasks to ensure weekly progress, providing guidance, feedback, and support to help them meet their goals
- Collaborate with the Program Manager on outreach scripts and strategies

**5. Pardon Project COACH**

- Provide guidance and education on pardons, expungement, employment, and voting rights of people with criminal records
- Assist applicants with pardon process and advocate for program participants
- Facilitate connections with community resources
- maintain and track data for reporting
- Collaborate with community-based organizations to provide wrap-around support

**6. Social Media and Public Outreach Management**

- Develop and manage content for agency social media platforms to promote program visibility
- Connect with online audience to enhance community engagement and outreach efforts
- Track and analyze social media performance to optimize strategies

**7. Certified Recovery Specialist**

- Provide one-on-one support and mentorship to program participants in recovery
- Connect participants with relevant recovery resources, including counseling, support groups, and community services
- Collaborate with case managers and licensed professionals to support participants' recovery journeys

**8. Grant Research and Proposal Development**

- Identify and research funding opportunities aligned with program goals, organizational priorities, and community needs
- Collect and organize essential data, success stories and supporting documentation to enhance the quality and impact of proposals
- Collaborate with the Program Director to draft, edit, and submit compelling well-crafted grant proposals that effectively communicate the program's mission and objectives
- Track submission deadlines, maintain records of grant activities, and ensure timely follow-up on funding opportunities

**9. Adaptability and Continuous Improvement**

- Identify opportunities for process improvement and implement best practices
- Cultivate an environment focused on delivering high-quality results
- Adapt to evolving organizational needs and contribute to strategic planning for future growth
- Pursue opportunities for continued professional development

**OTHER DUTIES**

1. Participate in relevant community committees and meetings
2. Provide coverage when other staff scheduled off from work
3. Secure office at the end of each day and ensure all lights/machines are turned off
4. Maintain cleanliness of workstation
5. Perform other related duties as requested

**QUALIFICATIONS**

**EDUCATION**

- Post secondary degree in related field preferred
- Work experience equivalent in lieu of degree will be considered

**EXPERIENCE AND/OR TRAINING**

- Experience in community-based programming preferred
- Experience in an office environment preferred

**ADDITIONAL JOB REQUIREMENTS**

- Foster a positive, cohesive, and collaborative work culture
- Address and resolve day-to-day operational challenges promptly and efficiently
- Make informed decisions that align with organizational goals and values
- Communicate effectively with co-workers or customers
- Adapt to changes in work environment
- Utilize creativity and organizational skills
- Stay abreast of technological advancements and integrate relevant tools to enhance office efficiency



To excel in this role, one must proficiently execute each vital task. The specified criteria outline the necessary knowledge, skill, and/or ability. Reasonable adjustments may be implemented to facilitate individuals with disabilities in carrying out these crucial functions.

I have carefully reviewed the provided job description and comprehensively grasp the outlined requirements. I am capable of fulfilling the essential functions of the role, whether with or without accommodations. I commit to executing all duties and responsibilities to the best of my capabilities.

**Employee Acknowledgement**

**Supervisor Acknowledgement**